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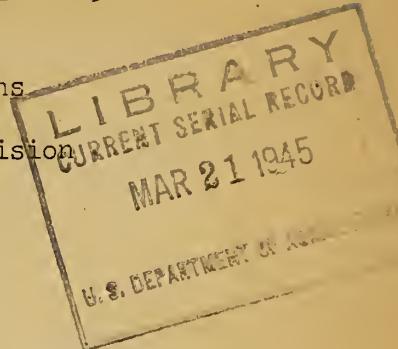


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September 20, 1944

ADMINISTRATIVE SERVICES REGIONAL PROCEDURE NO. 5

TO: Chiefs, Regional Administrative Services Divisions  
FROM: F. J. Hughes, Chief, Administrative Services Division  
SUBJECT: Regional Boards of Survey



SECTION I - GENERAL

- A. The purpose of this Procedure is to place the functions and membership of the Regional Boards of Survey on a comparable basis with the Washington ton Board of Survey.
- B. Any provisions in Section X of Administrative Services Division Memorandum No. 25 which are in conflict with this Procedure are superseded to that extent.

SECTION II - MEMBERSHIP

- A. Each Regional Board of Survey will consist of three members, as follows:
  1. The Chief, Procurement Section, Administrative Services Division, who shall serve as Chairman of the Board.
  2. An officer to be designated by, and from each of, the Regional Audit Division and the Regional Finance Office.

SECTION III - DUTIES

- A. It will be the duty of the Regional Boards of Survey to (a) inspect unserviceable property or materials located in offices within the im-mediate city; (b) consider and determine disposition to be made of unserviceable property or materials covered by reports received from Field Boards of Survey; and (c) consider reports covering lost, stolen, or damaged property and recommend whether or not the accountable of-ficer should be relieved of responsibility therefor.
- B. In reviewing reports covering property which has been stolen, lost, or damaged, the Regional Boards of Survey should --
  1. Consider the circumstances surrounding the theft, loss, or damage, and demand full and adequate statement of particulars.

2. Determine whether the theft, loss, or damage was unavoidable or whether carelessness or negligence was involved.
3. Determine whether the accountable officer had taken proper steps within his organization to prevent such thefts, losses, or damages and whether a reasonable effort was made to recover the lost item.
4. If it is recommended that the accountable officer be held financially responsible for the property, determine the depreciated value as of the date the theft, loss or damage occurred, taking into consideration the age, original cost or cost of replacement, and the value already received through use of the item.

#### SECTION IV. - APPROVAL

- A. After the Regional Board of Survey has considered the report, made its recommendation thereon, and initialed same, the report shall be submitted to the Chief of the Regional Administrative Services Division for his consideration and approval. He shall carefully review the explanation of the accountable officer and may approve or disapprove the recommendation of the Board over his signature. If he does not concur in the recommendation of the Board, he must so indicate and transmit copies of the report and any correspondence relating thereto to the Chief, Administrative Services Division in Washington.

A handwritten signature in cursive ink, appearing to read "F. J. Hughes".